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UNITED STATES DEPART ENT OF AGRICULTURE PRODUCTION AND PART ETING ADMINISTRATION Washington 25, D. C.

Number 114

December 12,1947

PMA PROCEDURE TRANSMITTAL

NEV: RELEASES

INTERIM RELORT OF RESEARCH AND MARKETING ACT LORK PROJECTS: This notice explains the need for an interim report as of December 31, 1947 on Research and Marketing work projects and outlines procedure for preparation and submission. A procedure covering preparation of regular annual progress reports of Research and Marketing work projects (formerly called "subprojects") is also in process and will be issued in the near future. It is planned that this report will cover estimated obligations and man years for each work project based on information available to the branch as well as a narrative statement of progress made during the reporting period. (AA distribution only.)

PROCEDURE FOR IROJECTS UNDER ARLETING FARM PRODUCTS AUTHORITY: This procedure is designed to bring under a project system work now being done under the subappropriation item "Marketing Farm Products". Each branch should review its work under this subappropriation, and develop new project statements in accordance with the procedure. These statements should be in the hands of the Assistant Administrator for Marketing by January 1, 1948 and thereafter should be kept up to daté. It is important that the project statements conform as closely as possible with work actually being done or contemplated during this fiscal year.

Mr. Budd A. Holt of the Marketing Research Branch has been asked to take the leadership in expediting and reviewing these projects. Questions should be taken up with him prior to the submittal of the signed statements.

Reserve ADMINISTRATIVE NOTICE NO. 79



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U. S. DEFARTMENT OF AGRICULTURE Production and Marketing Administration

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PROCEDURE FOR PROJECTS UNDER MARKETING FARM PRODUCTS AUTHORITY

I PURPOSE

All work authorized by Marketing Farm Products legislation is to be brought under a project system. in order to prevent duplication of research and marketing work as required by the Research and Marketing Act, provide more effective administration control, and contribute information which can be used in maintaining a current inventory of research and marketing work.

II PROJECT CLASSIFICATION

- A. Project Type Projects authorized by Marketing Farm Products legislation will be divided into two types as follows:
 - 1. Financial projects (Called "work projects" in procedure covering Research and Marketing Act projects)
 - 2. Nork projects (Called "subprojects" in procedure covering Research and Marketing Act projects.)
- B. Financial Projects Financial projects refer to the following categories:
 - 1. Standardization and marketing research of fresh and processed fruits and vegetables.
 - 2. Standardi ation and marketing research on livestock, meats, and wool.
 - 3. Standardization and marketing research on dairy and poultry products.
 - 4. Standardization and marketing research on grain, rice, beans, peas, hay, seeds, and hops.
 - $5\, \bullet\,$ Standardization and marketing research on cotton and cottonseed $\bullet\,$
 - 6. Research on transportation.
 - 0btaining adequate market, storage and transportation facilities.
 - 8. Food production and marketing assistance.

PROCEDURE FOR PROJECTS UNDER ARRETING FAR PRODUCTS AUTHORITY (II c)

C. Work Projects - Work projects are further breakdowns of financial projects. Lach work project concerns the work of a specific branch and a given branch may have one or more work projects under a single financial project.

III PREPARATION OF TROJECT STATEMENTS

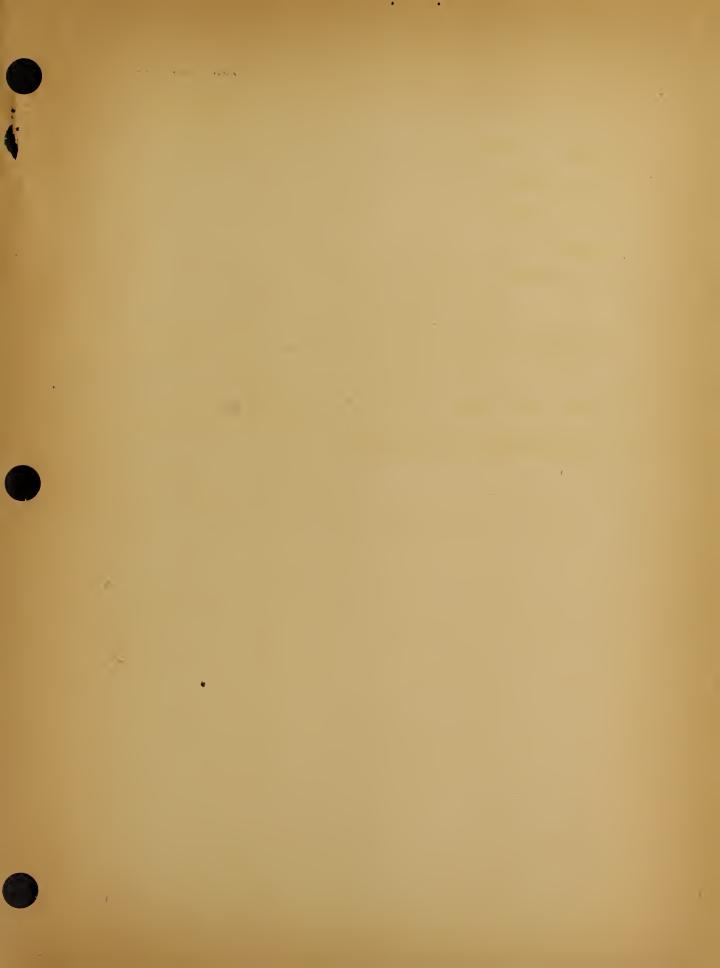
- A. Format Required Project statements must be prepared for all new or revised work projects following the format shown in Exhibit A attached.
- B. Special Considerations In preparing these statements, it is important to note the explanations in Exhibit A as well as the following additional instructions.
 - 1. Project statements will be dittoed so that at least seven copies are available for transmittal.
 - 2. Statements for coordinated projects should be prepared jointly by branches involved.
 - 3. Where a work project is closely related to subprojects initiated under the Research and Marketing Act, that fact should be noted on the project statement with appropriate reference to the MTA subproject.

IV ROUTING

Then a work project statement has been completed, signed and dittoed, the originating branch will submit seven copies to the Marketing Research Branch. The Marketing Research Branch will review the statement, submit two copies to the Budget and Management Branch for comment, assemble all comments and submit the statement with comments to the Assistant Administrator for Marketing.

Date: December 12, 1947

Acting Administrator



8. Project No.

9. <u>Leaders</u>: (a) Supervisory

(b) Direct

- 10. Date commenced
- 11. Probable duration
- 12. Location
 - (a) Headquarters (Washington or field)
 - (b) Area to be covered (city, State, or region)
- groups in the Department. Also indicate, when possible, the agencies in the States that will be concerned.)
- 14. Total estimated cost for current fiscal year. \$
- 15. Further explanation and elaboration of (a) problem and need for work,

 (b) objectives, and (c) plan.